



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PARKS GROUP SALES COORDINATOR

Job Number: 20000575

Job Code: 15930V161016

Job Group: 1500 - PARKS AND RECREATION

Job Established: 10/16/1994

Job Revised: 10/16/2016

Grade: 10 Salary (MIN - MID):

\$12,345-\$16,355 - Hourly

\$2,006.08-\$2,657.70 - 37.5 Hr. Monthly Salary

\$2,139.80-\$2,834.88 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides on-site management and coordination of group sales events at Kentucky State Resort Parks. Responsible for booking new and repeat group sales events for local Park. Maintains sales reports listing revenue raised by group sales effort; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have two years experience in the hospitality, tourism, sales or meeting planning industries.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in the hospitality, tourism, sales or meeting planning industries will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be 20 years and one day of age at time of appointment. Must obtain S.T.A.R. (Server Training in Alcohol Regulations) certification from the Kentucky Department of Alcoholic Beverage Control within six months of appointment. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides information to parties interested in holding group meetings, conventions, training seminars and other functions, concerning lodging, food, available meeting space, special equipment and activities. Books group reservations. Completes contracts for reservations and all services to be provided to the group by the park. Conducts planning meetings with essential personnel at park to detail the needs of a group. Acts as the contact person at the lodge during the time meetings are conducted to see that all contracted arrangements are carried out. Arranges for outside entertainment, supplies and other items required by client. Conducts follow up review with group representative to determine if all services were satisfactory. Resolves billing errors. Assists in the planning of special events for the park.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Travel will be required to conduct outside sales calls.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.